

Reporting to Council

Reporting	Information Required	Frequency	Council Role
Bookings and events	How many bookings, what type, which users, how often, etc.	Annually	Approve the user groups proposed, suggest various community programs
Sub-tenancy	<p>All sub-tenancy arrangements (outside of one-off hires) must be formalised through a written agreement that is:</p> <ul style="list-style-type: none"> aligned to the requirements of the head lease and reviewed and formally approved by Council prior to acceptance. <p>SMLSC must use an open and transparent approach when entering tenancy agreements with commercial providers.</p>	As required	Review all applications for sub-tenancy and not to unreasonably withhold consent
Financials	Annual Financial Accounts including information regarding Income and Expenses and Fees for each user	Annually	Review financials, assess SMLSC viability
Maintenance and Servicing	<p>All maintenance and service requests sent through to Council, adherence to the maintenance schedule in the Lease</p> <p>Outlining what repairs and works have been undertaken</p> <p>All alterations and additions to be put forward to Council for</p>	Annually	Undertake all maintenance and charge costs to SMLSC

	review and approval prior to being undertaken		
Sustainability	Outline initiatives, noting alignment to Council Policy	Annually	Review and advise
Strategic Business Plan	<p>SMLSC to develop a Strategic Business Plan for the facility; Officers to be present when the plan is discussed quarterly at SMLSC committee meetings</p> <p>SMLSC and Officers to review the plan, goals and Key Performance Indicators</p>	Annually	Review and advise
Community benefits and SMLSC Operations	<p>SMLSC to outline the community programs and initiatives to support the discounted rent e.g. Nippers Programs and growth, community groups using the space, etc.</p> <p>These programs and initiatives need to be more than just Life Saving Victoria programs</p> <p>Reporting to outline the community groups and other users including:</p> <ul style="list-style-type: none"> • Nippers Program numbers; • female participation; • community groups; • disadvantaged; and • disability groups. 	Annually	Review community programs and initiatives

**the frequency of reporting can be adjusted over the duration of the Lease and may be more frequent in the early stages*